

EXAMINATION PROCTORING – POLICY AND PROCEDURE
2014

Distance Learning is an increasingly popular method of obtaining advanced education and are often the only way citizens can complete specialized programs of study locally and in a cost-effective manner. The Ohoopee Regional Library System wishes to cooperate with institutions of higher learning, and support the lifelong learning goals of area residents by providing examination proctoring services as a courtesy to our patrons.

1. Each proctored test is subject to a \$5.00 pre-paid, nonrefundable, proctoring fee.
2. It is the responsibility of the student and the institution requesting the proctoring of a test, to verify that the guidelines and conditions presented here are acceptable to the institution giving the test, before having the exam sent to the Ohoopee Regional Library System, Vidalia-Toombs County Library, or before setting up the appointment for proctoring.
3. All tests are taken on-site. No test will be proctored unless the student is physically present.
4. In order to ensure both proctor and space availability, all tests are proctored by appointment only and must be scheduled a minimum of 48 hours in advance of test time. The library will not proctor tests for unscheduled exams or drop-ins.
5. At the time of the arrangement the student will supply a name, address, telephone number, name of testing institution and expected date and time for exam.
6. The library cannot guarantee fulfilling the appointment if the student arrives more than 20 minutes late.
7. The librarian will verify the identity of the student by requiring presentation of a picture id before administering the examination.
8. Completed examinations will be returned to the testing institution via the U.S. Postal Service in self-addressed/self-stamped, or preprinted postage-paid envelopes provided by the student or the institution. The library will fax completed exams, if requested by the institution.
9. Copies of completed exams are not retained. Examinations not completed by the student within 30 days of receipt by the library will not be retained unless the student has made prior arrangements.
10. All test taking requirements must be received from the issuing educational institution before any tests are given or taken.

11. It is the student's responsibility to ensure that the physical facilities are adequate for their test taking requirements. Quiet study areas may not be available.

12. For online examinations the library has available computers with Microsoft Office programs and Internet access. Institutions and the student taking an online examination must realize that the Internet is not considered to be a secure environment.

13. The library staff cannot interpret test instructions for the student nor assist in any technical manner with an online test. Test takers are responsible for supplying all materials, including paper, pencils, calculators, and audio equipment such as headphones.

14. Tests must be completed before the library closes. Online tests must be completed at least 15 minutes before the library closes.